ATTACHMENT 1

United States Environmental Protection Agency

Statement of Work

Superfund Technical Assessment & Response Team (START III)

Contracts Formerly Referred to as:
Technical Assistance Team (TAT) (pre 1994)
SUPERFUND Technical Assessment & Response Team (START) (1994 - 2001)
START - 2 (2000 - present)

December 5, 2003

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I. INTRODUCTION

A. PURPOSE

The purpose of the Superfund Technical Assistance and Response Team (START) contract is to provide nationally consistent advisory and assistance services to EPA On-Scene Coordinators and other Federal officials implementing EPA's responsibilities under the national response system. These responsibilities are described in the background below. The contractor shall fulfill these responsibilities outside the region on a cross regional response; national response; and international response. The contractor shall be prepared to provide scientific/technical support for EPA activities in furtherance of the agency's primary mission: the protection of human health and the environment. Additionally, the contractor shall provide advisory and assistance services to other programs, such as site assessment, Brownfields, and remedial support activities. For each assigned task, the contractor shall provide appropriately experienced, trained, and accredited personnel with current credentials/certifications as well as the supplies, materials, tools and equipment necessary to complete the job.

B. BACKGROUND

Under the authority of legislation, Presidential Directives, and promulgated regulations, the Environmental Protection Agency (EPA) is responsible for protecting public health, welfare, and the environment. EPA is delegated authority to undertake removal and remedial response actions with respect to the release or threat of release of oil, hazardous substances, or pollutants and contaminants. The national response system is the principle federal mechanism for responding to releases of hazardous substances and oil, utilizing a multi-layered network of individuals and teams for local, State, and federal agencies, and industry.

EPA's role under the national response system is to respond to emergencies within its area of jurisdiction, with respect to the release/discharge or threat of release/discharge of oil; hazardous substances, pollutants, contaminants; or fire or explosion hazard. Under several Federal and Regional contingency plans, EPA has the responsibility for coordinating all federal, state, local and private efforts associated with responding to environmental emergencies. EPA is required to respond to nuclear, biological, chemical, radiological (NBCR) events as part of a disaster or counter terrorism/weapons of mass destruction incident (CT/WMD). EPA supports states and communities in their preparedness and response activities. EPA is responsible for conducting evaluations and cleanups of uncontrolled hazardous substance disposal sites and placing those that are considered to pose a significant threat to the public health or the environment on the National Priorities List (NPL).

Site assessment is the first step in determining whether a site meets the criteria for placement on the NPL. Listing a site on the NPL is one tool among many that are available to EPA and State cleanup program managers to accomplish the cleanup of contaminated waste sites.

In 1992, EPA's Office of Emergency and Remedial Response (OERR) issued a directive entitled "Guidance on Setting Priorities for NPL Candidates sites" (OSWER Directive 9203.1-06).

Brownfields means real property, the expansion of re-development or reuse of which may be complicated by presence or potential presence of a hazardous substance, pollutant or contaminant. The definition of a brownfield site is found in Public Law 107-118 "Small Business Liability Relief and Brownfield Revitalization Act of January 11, 2002.

II. TECHNICAL REQUIREMENTS

Technical requirements under this Statement of Work (SOW) include assessment; response; preparedness; prevention; enforcement; technical support; data management; and training activities, as described herein. Exhibit A, Specific Tasks List, identifies tasks which may be performed to satisfy contract requirements. The contractor shall perform tasked activities in the appropriate levels of personal protection equipment, Level A, B, C, D. Personal Protection Equipment requirements are determined by the NIOSH/OSHA USCG/and the EPA Occupational-Safety and Health Guidance Manual for Hazardous Waste Site Activities issued in October 1985. Description of levels of personal protection equipment are described in Exhibit D to the SOW.

The contractor shall submit all analyses, options, recommendations, reports, training and seminar materials, and any other work products in draft form for review by the contracting officer or the Contracting Officer's Representative (COR) prior to use or distribution. The Government will make all final regulatory, policy and interpretative decisions resulting from contractor-provided advice and assistance provided under this SOW as well as all final decisions regarding compliance determinations or the existence or violations of an order, law, regulation, etc. The contractor shall not provide any legal advice or legal interpretations. When conducting training, seminars and presentations, the contractor shall not interpret EPA policy or regulations and any questions about EPA policy and regulations shall be referred to EPA. The contractor shall not publish or otherwise release, use, or disclose any work product generated under this SOW without obtaining EPA's express written approval.

When submitting reports or documents that contain recommendations, the contractor shall:

- explain or rank policy or action alternatives
- describe procedures used to arrive at recommendations
- summarize the substance of deliberations
- report any dissenting views
- list sources relied upon
- detail the methods and considerations upon which the recommendations are based

A. RESPONSE ACTIVITIES

The contractor shall maintain a 24 hour, seven day a week, year round response capability. The contractor shall provide qualified response personnel. The contractor shall fulfill the responsibilities on a regional; cross regional response; national response incident; and international response. Response activities shall include supporting EPA's obligations for the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Oil Pollution Act (OPA), the Stafford Act, the Homeland Security Act of 2002 as well as any future law promulgated under which EPA has responsibilities

1. Emergency Response

The contractor shall provide technical advice, findings, facts, recommendations and options. The contractor shall maintain response capability to respond to discharges/releases or threatened discharges/releases as defined in Subparts D and E of the National Contigency Plan. Responding personnel shall have a good working knowledge of the Incident Command System (ICS) and shall be able to assist Federal, state, and local responding agencies with its implementation.

2. Counter Terrorism Response

The contractor shall provide technical support in EPA's counter terrorism planning and response efforts. Specifically, the contractor shall assist in EPA's efforts to: help State and local responders to plan for emergencies, coordinate with EPA's key Federal Partners, train first responders; and, provide resources in the event of a terrorist incident(s).

3. Oil Spill Response

The contractor shall provide technical advice, findings, facts, recommendations and options to the EPA COR. Contractor shall support EPA in responding to the release or threat of release of oil or petroleum products. The contractor shall be familiar with oil containment and recovery techniques for inland and costal waterways. The contractor shall be capable of deploying sorbent containment and recovery media, such as sausage boom and oil spill pads.

4. Federal Disaster Response

Contractor shall provide technical support to EPA in conjunction with other Federal, state, or local agencies in the planning and preparedness for natural and man-made disaster response under the Federal Response Plan (FRP) or other federally adopted national response plans. This may include:

a. technical support to EPA in performing Federal Disaster Assistance surveys of damage caused by natural disasters (i.e., floods, hurricanes, or earthquakes, etc.).

b. assessment of damages to public water or sewage treatment facilities or related environmental problems. This effort requires the contractor to have appropriate Federal Emergency Management Agency (FEMA) training in damage assessment.

5. Fund-lead Removal Actions

Contractor shall provide EPA with technical support to achieve the cleanup or removal of released hazardous substances from the environment and actions taken in the event of a threat of release of hazardous substances into the environment. This shall include providing appropriate technical information, providing strategies for mitigating the threat to public health and the environment from hazardous substances and monitoring on-site activities during fund lead removal actions.

6. Potentially Responsible Parties (PRP) Removal Actions

Contractor shall provide EPA with technical support to achieve the cleanup or removal of released hazardous substances from the environment and actions taken in the event of a threat of release of hazardous substances into the environment. This may include: providing technical support to EPA for the identification of PRPs associated with a site, facility and/or release, providing technical and administrative support to EPA for notification of PRPs as to their status related to a site, facility and/or release, providing assistance in the preparation of PRP work requirements and objectives for site cleanup, reviewing of PRP work plans, monitoring of work done by PRPs to assure conformity with Agency objectives, and confirming that work done by PRP has achieved Agency goals.

7. Minor Containment

These actions are short in duration (generally not exceeding **40** hours per assignment) and provide temporary stabilization prior to the mobilization of other responders. The contractor shall contain and stabilize minor releases of oil or hazardous substances, such as leaking containers (55 gallon drums, barrels, and smaller containers); oil discharged to waterways; or, spills to soil. Other minor containment efforts may include: deploying sorbent booms in water bodies, building small dams to interrupt the flow of contaminants, or emergency pumping. The minor containment effort must be done as a result of CERCLA 104(b) activities (pre-removal and investigatory activities) or NCP 300.305 (Phase II activities) for oil spill responses.

B. PREPAREDNESS AND PREVENTION ACTIVITIES

Preparedness and prevention activities involve counter-terrorism, regulatory responsibilities such as spill prevention control and counter measures, facility response plans, and contingency planning. Preparedness and prevention activities generally involve non-transportation related facilities that produce, store, process, refine, handle, transfer, distribute, or consume oil or

hazardous substances. The contractor shall provide support in connection with audits or inspections to identify and document violations of environmental laws or non-compliance with regulations. For all field activities, on-site physical security conditions shall be assessed. The following list addresses the generic preparedness and prevention activities.

1. Contingency Plan

The contractor shall provide technical support to EPA in the review and analysis of Regional, Federal, state and local response contingency plans. The Oil Pollution Act of 1990 provided new requirements for contingency planning both by government and industry. Several contingency of these plans include: the National Contingency Plan (NCP), the Regional Contingency Plans (RCPs), Area Contingency Plans (ACPs), and Sub-Area Contingency Plans. In addition there are other plans created under other statute, such plans include the Federal Response Plan (FRP), and Federal Radiological Emergency Response Plans (FREPs) as well as other region-specific plans. Any final contingency plans that are developed and/or revised, shall be prepared by EPA.

2. Counter Terrorism/Domestic Preparedness and Prevention

The contractor shall perform tasks to increase awareness and preparedness among responders at the Federal, state, and local levels of the potential threat posed by nuclear, biological, incendiary, chemical and explosive terrorism. The contractor shall participate in regional, multi-regional, national, and international drills, exercises, and training. The contractor shall assist EPA in the Crisis Management and Consequence Management phases of a terrorist incident response. The contractor shall develop programs and procedures to prevent and prepare for deliberate releases resulting from terrorist incidents in accordance with the following guidance documents:

- Presidential Decision Directives #39, #62, #63, and #67
- U.S. Policy on Counter-terrorism, dated June 21, 1995, (http://www.ciao.gov/resources.html)
- Title XIV of Public Law 104-201, The Defense Against Weapons of Mass Destruction Act, also known as Nunn-Lugar-Domenici
- Other programs, such as the NCP and the FRP;
- "EPA's Role in Counter-Terrorism Activities", EPA 550-F-98-014, February 1998, (http://www.epa.gov/swercepp/factsheets/ct-fctsh.pdf).

3. Chemical Emergency Preparedness and Prevention

The contractor shall review federal, state, and local contingency and response plans prepared under the CAA, EPCRA, CERCLA, OPA, FRP, and NCP to insure compliance with the requirements described in National Response Team Criteria For Review Of Hazardous

Materials Emergency Plans, May 1988 (NRT-1A) (http://www.nrt.org) and in integrated contingency plan guidelines available from the regional office.

4. Risk Management Planning/General Duty Inspections

The contractor shall perform activities in accordance with the guidelines for the Risk Management Program/General Duty Inspection activities required under Section 112(r) of the Clean Air Act (CAA) Amendments of 1990 and 40 CFR Part 68. General information related to Section 112(r) can be found at (http://www.epa.gov/swercepp/pubs/caa-faqs.html).

5. Voluntary Chemical Safety Reviews

The contractor shall provide technical support to the EPA in the performance of voluntary chemical safety reviews. The primary authority for EPA and its designated representatives to enter a facility and review its records and operations is contained in CERCLA Section 104(b) and 104(e). The audits are intended to be non-confrontational and positive so that information on safety practices, techniques and technologies can be identified and shared between EPA and the facility. EPA can also enter a facility and conduct an audit at the invitation or voluntary consent of the facility's management. Chemical Safety Audit (CSA) program information is available in EPA Publication 550-F-93-005, March 1993, *CHEMICAL SAFETY AUDIT PROGRAM - Fact sheet* (http://www.epa.gov/swercepp/factsheets/csa.txt).

6. Chemical Safety Audits - Accident Investigations

The contractor shall provide technical support to the EPA in carrying out their authorities to investigate chemical accidents pursuant to CERCLA §104, and CAA §103, 112, 114, and 307. These audits/inspections are often emergency response audits and may require a short response time to collect information to assist EPA in the identification of root causes of accidents, access safety and accident prevention systems and records for the equipment involved in the accident, and to recommend corrective measures. Therefore, the contractor shall have the capability of on site arrival within 24 hours of notification by EPA. The contractor shall provide EPA with a summary report describing the accident, root cause determination and recommendations for prevention.

7. Oil Spill Prevention and Preparedness

The contractor shall provide technical support to the EPA in carrying out their authorities under the Oil Spill Prevention Regulation. The EPA's Oil Pollution Prevention Regulation was published in the Federal Register on December 11, 1973 and was promulgated under section 311 (j)(1)(C) of the Clean Water Act. The regulation is identified as Title 40 Code of Federal Regulations, Part 112 (40 CFR §112). The act was amended by the Oil Pollution Act of 1990 and requires facilities that are subject to the regulation to prepare and implement a Spill Prevention, Control and Countermeasures Plan (SPCC). In addition, a facility subject to the

regulation which could reasonably be expected to cause substantial harm to the environment by discharging oil (Substantial Harm Facilities) must prepare a Facility Response Plan (FRP). For more information on EPA's Oil Spill Prevention Program visit EPA's website at (www.epa.gov/oilspill).

a. Spill Prevention, Control, and Countermeasures (SPCC) Inspections

The contractor shall provide technical support to EPA for SPCC inspections. The SPCC program applies to non-transportation-related facilities that have a large oil storage capacity and that could reasonably be expected to discharge oil into navigable waters of the United States. SPCC regulations require each owner or operator of a regulated facility to prepare an SPCC plan. The Plan must address the facility's design, operation, and maintenance procedures established to prevent spills from occurring, as well as countermeasures to control, contain, clean up, and mitigate the effects of an oil spill that could affect navigable waters. EPA regional personnel periodically go on-site to inspect facilities subject to the Oil Pollution Prevention regulation. The inspections have two purposes. First, inspections help to ensure that oil storage facilities comply with the regulation. Second, on-site inspections give EPA personnel the opportunity to educate owners and operators about the regulation and methods for ensuring compliance..

b. Facility Response Plans and Inspections

In accordance with the Clean Water Act, as amended by the Oil Pollution Act, certain facilities that store and use oil are required to prepare and submit plans to respond to a worst case discharge of oil and to a substantial threat of such a discharge. EPA has established regulations that define who must prepare and submit an Facility Response Plans (FRP) and what must be included in the plan. EPA also conducts inspections of facilities which are identified as substantial harm facilities. The contractor shall provide the EPA technical support for substantial harm facility inspections and review of FRP.

c. Outreach and Technical Assistance

The contractor shall assist EPA in informing regulated facilities, tribal, state and local agencies, and the public about the requirements of the Oil Pollution Prevention regulations at 40 CFR Part 112. Contractor assistance may be required to support regional initiatives. Contractor's outreach support may include communicating with facilities to provide technical assistance and compliance assistance; participating in community outreach activities such as table top exercises or workshops with industry and community representatives; preparing fact sheets, brochures, or manuals on a range of subjects related to compliance (EPA must review and approve all fact sheets, brochures or manuals prior to finalization and distribution to the public and/or regulated community); general SPCC, FRP, or specific industry sector mailings; obtaining

facilities suitable for workshops, meetings or other appropriate outreach activities; and regional community outreach.

_____8. Continuous Releases

The contractor shall provide the EPA technical support for activities involving continuous releases. Section 103 (a) of CERCLA requires that facilities immediately notify the federal government whenever a reportable quantity (RQ) or more of a CERCLA hazardous substance is released unless the release is permitted. Likewise Section 304 of EPCRA require that facilities immediately notify state and local officials whenever a reportable quantity (RQ) or more of a CERCLA hazardous substance is released. The purpose of this requirement is to notify officials of potentially dangerous releases so that they can evaluate the need for a response action. General information may be found at:
(http://www.epa.gov/oerrpage/superfund/web/resources/release/faciliti,html

C. ASSESSMENT ACTIVITIES

The primary objective of the site assessment phase is to obtain the data necessary to identify the highest priority sites posing threats to human health and the environment. The site assessment phase begins with site discovery, or notification to EPA of possible releases of hazardous substances.

1. Pre-CERCLIS Screening

Pre-CERCLIS screening is the process of reviewing data on a potential site to determine whether it should be entered into CERCLIS for further evaluation. The contractor shall perform pre-CERCLIS screening activities in conformance with: OERR Directive# 9200.4-05, Pre-CERCLIS Screening Guidance, dated September 30,1996.

2. Removal Assessment

The contractor shall provide technical support to the EPA on removal assessment activities. A Removal Assessment focuses on determining the potential immediate threat a site may pose on human health and the environment. The results of this assessment are used by the EPA to determine whether a removal action or some other response is warranted. Removal assessments shall be performed in conformance with the EPA OSWER Directive 9360.3-08, "Superfund Removal Procedures/The Removal Response Decision: Site Discovery to Response Decision" and the National Contingency Plan (NCP)(40 CFR Part 300, September 1994).

3. Preliminary Assessments (PA)

The contractor shall provide technical support to the EPA on PA activities. A PA is the first step in determining whether a site warrants Superfund response after it has been entered in

CERCLIS. A PA focuses on determining/verifying whether a site is eligible for a response action under CERCLA and the need for immediate and/or long-term response actions. More specific PA requirements include: reviewing past and present facility waste handling practices and permit history; documenting the presence, quantity, type, or absence of un-contained or uncontrolled hazardous substance on site; releases to the environment; identifying pollution disposal pathways; determining pathway-specific receptors and surrounding population density; and locating other environmentally sensitive receptors (e.g., wetlands and endangered species).

PA tasks shall be performed in conformance with the EPA OSWER Directive 9345.0-01A, "Guidance for Performing Preliminary Assessments Under CERCLA", dated September 1991, "Improving Sites Assessment: Abbreviated Preliminary Assessments OSWER Directive 9375.2-09FS, and the NCP, 40 CFR Part 300, September 1994. Draft reports and *preliminary* estimated HRS scores prepared by the contractor are subject to detailed review and approval by EPA.

4. Site Inspections (SI)

The contractor shall provide technical support to the EPA on SI activities. The SI incorporates and builds upon the objectives of the PA and may require the collection of samples or the evaluation of existing analytical data to evaluate site conditions. SI tasks shall be performed in conformance with EPA/540-R-92-021, "Guidance for Performing Site Inspections Under CERCLA", dated September 1992. Draft reports prepared by the contractor are subject to detailed review and approval by EPA.

5. Combined PA/SI

The combined PA/SI integrates activities typically performed during the PA (information gathering, site reconnaissance) with activities typically performed during the SI (review of data, development of field work plans, field sampling, filling data gaps) to achieve one continuous site investigation. In accordance with OSWER Directive 9375.2-10FS "Improving Site Assessment Combined Preliminary Assessment/Site Inspection Assessments, the contractor shall perform preliminary search and field activities outlined in the PA and SI sections above into one effort.

6. Site Inspection Prioritization (SIP)

The goal of the SIP is to gather any additional information necessary following the completion of the SI to help set priorities among these sites for NPL listing or to screen them from further Superfund attention. The contractor shall perform SIP activities, in accordance with OSWER Directive 9345.1-15FS " Site Inspection Prioritization Guidance" (August 1993), as amended.

***7.* Site Reassessment**

The contractor shall perform site reassessment activities. A site reassessment represents the gathering and evaluation of new information on a site previously assessed under the Superfund program to determine whether further Superfund attention is needed. A site reassessment serves as a supplement to previous assessment work, and not a replacement for traditional assessment activities. The scope of work for a site reassessment activity is flexible, but will usually represent a component of a traditional site assessment action (PA, SI, SIP). The intent of the action is to document the expenditure of Superfund resources on older sites where EPA has received new information or learned that site conditions have changed.

8. Expanded Site Inspections (ESI)

The contractor shall perform expanded site inspection activities. The ESI is intended to serve a twofold purpose: 1) to provide additional information required to support preparation of an HRS package for NPL listing, which may require scoring of the site; or 2) to further characterize and define a site for a potential response action; i.e., to begin a Remedial Investigation (RI). ESI tasks shall be performed in conformance with EPA 540-R-92-021, "Guidance for Performing Site Inspections Under CERCLA", dated September 1992.

9. Expanded Site Inspections/Remedial Investigations (ESI/RI)

The contractor shall perform ESI/RI activities. The ESI/RI is an assessment consisting of an ESI and an RI. The ESI/RI is used to expedite remedial response by gathering site characterization data common to both ESI and RI activities in one step, thereby expediting the later collection of data when comprehensive RI activities are performed.

10. Hazard Ranking System (HRS) / National Priorities List Packages (NPL) (HRS/NPL)

The contractor shall perform HRS/NPL activities. The HRS is the scoring system used by EPA's Superfund program to assess the relative threat associated with actual or potential releases of hazardous substances. The HRS is the primary screening tool for determining whether a site is to be included on the NPL, EPA's list of sites that are priorities for further investigation and, if necessary, response action under CERCLA. HRS/NPL tasks shall be performed in conformance with EPA's HRS regulations contained in 40 CFR Part 300, Final Rule, (December 14, 1990) and EPA OSWER Directive 9345.1-07, November 1992, "The Hazard Ranking System Guidance Manual".

11. Integrated Assessments (IA)

The contractor shall perform IA activities. The purpose of an IA is to gather data that meet the requirements of both a removal assessment and a site inspection at the same site. The data gathering effort at these sites may require field screening and full CLP analysis of samples.

The contractor may be tasked with assessing the potential for short-term and long-term clean-up actions.

IA tasks shall be performed in conformance with, "Integrating Removal and Remedial Site Assessment Investigations", OSWER Short Sheet 9345.16FS, September 1993; and Removal Site Evaluation and Site Inspection documents referenced above under Removal Assessments and Site Inspections.

_____12. Brownfield Assessments (BA)

_____The definition of a brownfield site is found in Public Law 107-118 "Small Business Liability Relief and Brownfield Revitalization Act" of January 11, 2002. The purpose of the BA is to streamline site investigation and to characterize site conditions. The BA will not involve collection of data associated with HRS package preparation. The objectives of a BA are to identify the nature and extent of contamination on-site, identify the risks posed by the contamination, identify potential alternatives for cleanup, and determine costs of cleanup options for site redevelopment. The contractor shall perform BA tasks in conformance with the following:

"Integrating Brownfields and Traditional Site Assessment", #9230.0-81, EPA 540-F-96-028, January 1997;
"Guidance for Performing Site Inspections Under CERCLA" EPA 540-R-92-021, September 1992;
"Road Map to Understanding Innovative Technology Options for Brownfields Investigation and Cleanup", EPA 542-B-97-002;
Brownfields Quality Assurance document (EPA 540-R-98-038);
"Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process", ASTM, E 1527-94; and
"Environmental Site Assessments: Phase II Environmental Site Assessment Process, ASTM", E 1903-97

13. Remedial Investigation/Feasibility Study (RI/FS)

An RI/FS is an extensive assessment conducted at a site which is proposed/added to the NPL. The purpose of conducting an RI/FS is to develop the data necessary to support the selection of a remedy to eliminate, reduce, or control risks to human health and the environment.

Contractor shall perform RI/FS tasks in conformance with, "EPA Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, Interim Final", U.S. EPA, Office of Emergency and Remedial Response, October 1988, OSWER Directive No. 9355.3-01.

D. TECHNICAL SUPPORT ACTIVITIES

The contractor shall provide general technical support to EPA as it relates to the statement of work activities. This support includes the gathering and analysis of technical information and related data and the preparation of draft technical reports and related materials on oil and hazardous substance investigation and assessment cleanup, disposal technologies, process activities, operations, problems, and trends.

1. Multi-media Surveys and Inspections

The contractor shall provide technical support to the EPA for multi-media surveys and inspections. The EPA conducts these activities at facilities or releases where hazardous substances, oil, contaminants or pollutants are managed, treated, stored or disposed. These activities may support multiple environmental regulations and/or programs.

2. Treatability Studies

The contractor shall provide for laboratory, bench and/or pilot scale treatability studies. The purpose of treatability studies is to provide waste treatment and site specific response data to support the feasibility and use of technologies at a site, facility, and/or release. The contractor shall perform treatability studies in conformance with, "Guide for Conducting Treatability Studies Under CERCLA", EPA/540/R-92/071A; and OSWER DIRECTIVE-9380.3-10, NTIS Order Number: PB93-126787INX.

3. Engineering Evaluations and Cost Analyses (EE/CA)

The contractor shall conduct EE/CAs tasks in conformance with, "Guidance on Conducting Non-Time Critical Removal Actions Under CERCLA" (8/93), EPA 540-R-93-057. Engineering Evaluations and Costs Analyses are required for non-time critical removal actions. The purpose of the EE/CA is to allow for public participation in the removal decision process when time allows, and to give consideration to alternatives to land disposal. The goals of an EE/CA are to identify the objectives of the removal action and to analyze various alternatives that may be used to satisfy these objectives for cost effectiveness and implement ability. The EE/CA is performed after EPA issues the EE/CA Approval Memorandum.

4. Public Participation Support

The contractor shall provide technical support to EPA in the development, planning and implementation of community relations and public support activities. The objectives of this effort are to achieve community understanding of the actions taken by the Agency, to establish mechanisms so the Agency has early and continuous opportunities to obtain community input and to seek comment on alternative or recommended remedies. The contractor shall perform public participation tasks in conformance with relevant guidance including:

"Community Relations in Superfund: A Handbook", January 1992; and
"Public Participation Guidance for On-Scene Coordinators: Community Relations and the Administrative Record", OSWER Directive 9360-05, June 1992.

5. Site Discovery Programs

The contractor shall support EPA's determination whether sites require additional site assessment activities by collecting, recording, and analyzing information on location and type of uncontrolled hazardous substance disposal sites, facilities and\or releases. This information is used to isolate potential candidates for further site assessment and may be derived from a variety of sources, including formal notifications, PA petitions, citizen complaints, chance observations, aerial and ground surveys, and archival searches. In addition, special industry-specific assessments shall be required to assess the completeness of the CERCLIS/Brownfields inventory. Site Discovery efforts shall be performed in accordance with OSWER Directive 9200.4-05 PreCERCLIS Screenings.

6. Human Health/Ecological Risk Assessment

The contractor shall perform human health and ecological risk assessments in accordance with relevant guidance. Toxicity values can be sought using the Integrated Risk Information System (IRIS), and Health Effects Summary Tables and other sources.

Risk assessments may include:

a. Data Collection and Evaluation:
   1. Gather and analyze relevant site data
   2. Identify potential chemicals of concern

b. Exposure Assessment
   1. Analyze contaminant releases
   2. Identify exposed populations
   3. Estimate exposure concentrations for pathways
   4. Estimate contaminant intakes for pathways

c. Toxicity Assessment
   1. Collect qualitative and quantitative toxicity information
   2. Determine appropriate toxicity values

d. Risk Characterization
   1. Characterize potential for adverse health effects to occur
   2. Estimate cancer risks
   3. Estimate noncancer hazard quotients
   4. Evaluate uncertainty

5. Summarize risk information

7. Administrative Records Support

The contractor shall provide technical support to the EPA for compiling information for inclusion in the Administrative Record as defined in Section 113(k) of CERCLA . An Administrative Record includes: the records, data, and guidance that EPA used to determine the federal response action.

8. Equipment Maintenance

The contractor shall provide support for equipment maintenance of government owned property. The contractor shall maintain and calibrate shared use equipment at a third party warehouse. Equipment which is not provided as government furnished property (GFP) shall be calibrated and/or maintained in conformance with the manufacturer's recommendations when required by the government.

9. Regional Response Center (RRC) Support

The contractor shall provide support to the RRC and the Emergency Response Notification System (ERNS) during major spills, or releases, periods of multiple emergencies, disasters and terrorist acts. This includes support for Emergency Operation Centers and Disaster Field Offices under the FRP and NCP. This support may include collecting appropriate technical information, gathering follow-on information on incident notifications, and providing information on significant events for any system used to inform local authorities.

10. Regional Response Team Support (RRT)

The contractor shall provide technical support to the RRT. The RRT is comprised of federal and state entities as well as representatives of the response community, local governmental agencies and interested members of the general public.

11. Enforcement Support

The contractor shall provide EPA with technical support for government enforcement at sites. The primary goal of EPA's enforcement program is to identify PRPs and to obtain voluntary settlement or, if necessary, to compel PRPs to implement site cleanups. Once the PRP has agreed to take response actions at the site, the goal of the enforcement program is to ensure that the assessment or cleanup activities are performed correctly and in accordance with applicable statute, the NCP and relevant guidance.

12. Cost Recovery

The contractor shall provide technical and administrative support to EPA in collecting and securing evidence to aid EPA in its cost recovery efforts. This may include compiling cost documentation packages and gathering information which may be used to establish liability, and support EPA's response decisions.

The contractor shall collect and organize data in defense of claims, such as those for reimbursement under CERCLA and any other applicable environmental statutes as appropriate (e.g., Oil Pollution Act). This service will be in support of preparation by EPA for civil and administrative settlements including pre-trial and auxiliary services, leading to formal negotiations/meetings with private parties, and trial.

The contractor shall perform data analysis of government furnished documentation (e.g., provide support for data analysis of the overall cost recovery program). Government furnished documentation may include a description of work performed, site specific cost summaries, tracking of oversight costs, billings, and payments received, statute of limitations, and status of past removals and remedial actions.

When possible, EPA will provide access to documents needed in the performance of these activities. If EPA is unable to provide these data, the contractor shall be tasked to obtain site specific cost information from firms whose EPA contracts have expired. Additionally, the contractor shall be called upon to copy, organize, summarize, maintain and track evidentiary materials which are stored in a non-site specific manner to facilitate review of liability determinations. The contractor's document storage technology will reflect EPA's technology.

13. General Technical Support

The contractor shall provide information, analyses, options and recommendations for implementing emerging technologies and maintaining program currency. The contractor shall provide information and options which will enable EPA to draft specifications for EPA program activities. The specifications which EPA then drafts are used in connection with the provision of technical support and cleanup support. The contractor shall provide information for EPA review and approval. EPA will make the final determination of the acceptability of the information the contractor submits. Examples of technical specifications include the following areas: data for developing site safety plans for response personnel and the public; information on local contingency planning; methods of hazard mitigation; containment; countermeasures; on-site treatment systems; removal and disposal options; or personnel and equipment requirements.

F. DATA MANAGEMENT SUPPORT

The contractor shall provide data management support. The contractor shall utilize hardware and software to provide information technology support, in the form of web applications, Geographical Information Systems (GIS), PDA application development, maintenance data applications utilized for inspections, investigations, response, and contingency

planning. These software packages shall routinely be used to enter, track, or retrieve information and data developed during the performance of the contract.

G. TRAINING

The contractor shall provide technical support to the EPA for training activities, both presentation and development. Training formats may include:

1. classroom training
2. exercises
3. field training
4. response practice drills and simulations

Delivering training may require frequent travel. Work may be required beyond the normal work week of Monday - Friday, 8:00 a.m. - 5:00 p.m. Evenings and weekends may be necessary to accommodate the schedules of volunteer fire departments and emergency response personnel. Occasional travel may be required outside the primary regional area.

1. Training Course Descriptions

The following information provides examples of the duration of classes.

Duration	Title
40 hour	HAZWOPER Operations level class
40 hour	HAZWOPER Technician level class
8 hour	Annual refresher classes
40 hour	Methamphetamine (METH) class
24 hour	Hazard Categorization (HAZCAT) class
16 hour	METH HAZCAT class
16 hour	Air Sampling class

2. General Training Requirements

The contractor may be required to develop individual classes. Some classes may need to be adapted to accommodate the specific needs of the organizations to be trained. As new regulations are developed and new issues arise in the response community, new classes must be developed to address those needs. An example would be the recent development of meth classes for law enforcement and other response communities or NH3 releases because of theft for the meth labs.

The contractor shall continually evaluate all training materials as to content, quality, and effectiveness, and shall recommend to EPA appropriate additions, deletions, or modifications.

On occasion, the contractor may be required to provide more than one class during the same time period. The contractor shall be capable of providing adequate manpower, equipment and reference materials to provide classes simultaneously. The class schedules will be coordinated between the requesting Agency, EPA and the contractor as far in advance as possible. The contractor shall provide EPA a proposed monthly training calendar.

The requesting agency is required to provide suitable classroom space. Therefore, the contractor shall adapt to any physical limitations of the provided classroom space. Classroom space varies from community college classrooms and laboratories to training in fire bays. Class size will range from 12 - 35 persons, but 40 hr HAZWOPER classes may be limited to 20. If ~~an~~ minimum of 12 students do not attend, classes may be cancelled at the last moment. The contractor shall communicate directly with the requesting agency on class schedule, room arrangements, class agenda, etc.

Course material will be presented to EPA for review and approval prior to delivery. The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the EPA training staff.

3. Training Equipment Requirements:

The contractor shall provide all equipment necessary to support delivery of training. All equipment must be current, in calibration and operational. This includes but is not limited to the following items:

a. Audio visual support to include PowerPoint delivery capabilities
b. Laptop computer
c. An LCD projector and screen, power cords and fall back capabilities of a slide projector, overheads, etc.
d. Digital camera to ensure current response information/ photos can be incorporated into training classes
e. Self-Contained Breathing Apparatus (SCBA) and spare SCBA tanks
f. Chemical protective clothing
g. Field monitoring and sampling equipment
h. Decontamination equipment
i. Chemicals required for hazcat and meth hazcat classes
j. All other equipment required to provide training

Disposal of any hazcat chemicals shall be the responsibility of the contractor. The contractor shall dispose of any waste chemicals/PPE in accordance with all local, state, and federal regulations.

The contractor shall provide those being trained with reference materials to include but not be limited to: NIOSH pocket guides, Orange DOT guidebook, government regulations, all other reference material as needed to be loaned to the students for the duration of the class. **ALL**

REFERENCE MATERIAL WILL BE CURRENT AND UP-TO-DATE. The contractor shall also provide student manuals for each student.

Statement of Work Attachment 1
Exhibit A

Attachment 1 - Scope of Work
Exhibit A

SPECIFIC TASKS LIST

This list is **not** intended to be all inclusive, but it is an historically based list of tasks which support the Scope of Work requirements. For ease of organization, tasks are arranged by the activity where they have typically occurred first, for example, identification of local and elected officials could be performed as either a Response or Assessment activity. Therefore, since Response is the first activity in the SOW the task is listed under Response. This exhibit structure **does not preclude** using a task in any other contract activity.

Statement of Work Activities:

A. RESPONSE
B. PREPAREDNESS AND PREVENTION
C. ASSESSMENT
D. TECHNICAL SUPPORT
E. DATA MANAGEMENT
F. TRAINING

A. RESPONSE

The contractor shall:

1. identify local and elected officials
2. obtain site access documentation from affected parties
3. collect and document facts regarding the discharge/release or threat of discharge/release to include its source and cause
4. analyze the nature, amount, and location of discharged or released materials
5. analyze the probable direction and time of travel of discharged or released materials
6. analyze whether the discharge is a worst case discharge in accordance with Sec. 300.324 of the NCP
7. identify the pathways to human and environmental exposure
8. analyze the potential risk to public health, welfare, and the environment posed by the release of hazardous substances, contaminants or pollutants, and discharge of oil
9. identify the pathway and nexus to navigable waters
10. analyze the potential impact on sensitive areas, natural resources and property

11. develop options to abate, prevent, minimize, stabilize, mitigate, contain, control, eliminate or remove the release or threat of release
12. prepare a sampling plan which describes the number, type, and location of samples and the type of analyses (for example, sampling plans for collection of multi-media environmental samples; chemical product or waste; oil or other materials)
13. monitor work of other federal contractors
14. coordinate with and assist other federal contractors, as directed by EPA
15. recommend waste disposal options
16. review completeness of disposal documentation, such as manifests, waste profile data, and other information
17. provide site security to prevent unauthorized access of any persons or animals to preserve public safety. Site security may include, for example, fencing, or armed or unarmed security services.
18. provide site communications (for example, radios, repeaters, commercially available radio systems, telephones, pagers)
19. monitor and measure environmental conditions on a real-time basis using qualitative and quantitative instrumentation
20. identify site characteristics (for example, populations, sensitive environments, site usage. hydro geological and meteorological conditions, and other pertinent site conditions)
21. identify pollutant dispersal pathways
22. identify extent of contamination (for example, soil, water, air, groundwater, sediments and lagoon sludge)
23. monitor health and safety compliance
24. review and recommend health and safety procedures for response activities, such as OSHA levels of protection associated with a site
25. develop site specific Health and Safety Plans (HSPs) for field activities which comply with Office of Safety and Health Administration (OSHA) and EPA requirements
26. develop and submit a site sampling and Quality Assurance Project Plan (QAPP) for field activities to ensure the usability of the data
27. conduct both on-site and/or off-site environmental sampling activities
28. provide analytical services to include:
    - ♦ Contract Laboratory Program (CLP) (via sample coordinator)
    - ♦ non-CLP (including EPA regional laboratory and regional analytical services contracts)
    - ♦ field screening
    - ♦ mobile laboratories
29. perform air monitoring
30. perform analytical data validation
31. complete and maintain documentation of all contractor actions and costs

32. provide information to federal and state natural resource trustees to assist the trustees in the determination of actual or potential natural resource injuries. Documentation shall provide:
    - ♦ the source and circumstances of the release
    - ♦ the identity of responsible parties
    - ♦ the response action taken
    - ♦ an accounting of contractor costs incurred in support of EPA response actions
    - ♦ the impacts and potential impacts to the public health and welfare and the environment
33. assist in search and rescue efforts
34. perform nuclear/biological/chemical sampling and analysis
35. decontaminate equipment and personnel. This includes not only the contractor's but also Government owned and operated equipment that is used exclusively by the Government as well as any shared equipment.
36. evaluate appropriate decontamination techniques and recommend procedures for setup and implementation
37. provide for emergency transportation services
38. acquire specialized transportation during emergencies and time critical events
39. provide transportation of emergency equipment via air and/or land support during emergencies and time critical events
40. procure office facilities during emergencies and time critical events
41. report to and work within the incident command structure
42. provide minor containment, transport, and disposal actions (generally not exceeding 40 hours per assignment)
43. provide temporary stabilization prior to the mobilization of other responders
44. coordinate with state and Federal Natural Resource Trustees
45. provide cost analysis/information for response alternatives
46. document contractor costs site-specifically incurred for response actions
47. input and submit contractor's costs using the EPA cost tracking software, Removal Cost Management System (RCMS)
48. observe and document federal, state, and private actions taken to conduct a response action
49. obtain permits from federal, state, or local agencies, associated with the contractors' response activities
50. develop and/or evaluate plans for the remediation of habitats affected by the release of hazardous substances and/or other aspects of site remediation activities. EPA will evaluate recommendations of the contractor and any final plans will be prepared by EPA.

B. PREPAREDNESS AND PREVENTION

The contractor shall:

1. conduct SPCC and/or FRP inspections and plan reviews and prepare reports to support enforcement case development
2. conduct economic benefit analyses and supplemental environmental project cost analyses utilizing EPA's applicable software (BEN and PROJECT) to support enforcement case development
3. collect and review available data and background information from a site of facility, and/or from local, state or other federal agencies and prepare reports to support enforcement case development
4. review OPA information request responses and prepare reports to support OPA enforcement case development
5. maintain, and update with information provided by EPA, model enforcement documents
6. procure and place EPA prepared public notices in newspapers of general circulation for the purpose of notification of violators as to their status related to a facility, site or release, after receiving pre-approval from the Task Monitor
7. assist EPA in searching and compiling information from databases to identify facilities not in compliance with oil spill prevention regulations or to identify dischargers of oil or Clean Water Act hazardous substances to U.S. waters
8. provide technical support activities to include providing information, analyses, options and recommendations for implementing and maintaining OPA enforcement program currency
9. draft updates to the RCPs in accordance with 40 CFR 300(the NCP)
10. provide technical support in developing draft area contingency plans and/or revising state/local contingency plans. Plans shall incorporate Area Committee comments and changes.
11. compile a list of response resources
12. survey, compile, and validate economically and environmentally sensitive area location information in accordance with COR provided criteria
13. review and analyze response technologies including innovative and alternative technologies
14. design, analyze, and participate in drills and exercises using the appropriate guidelines such as the National Strike force Coordinating Center Pollution Response Emergency Preparedness Guidelines
15. provide threat assessment, hazard, risk, and vulnerability analyses for spills into the environment
16. perform plume modeling for releases into water and air
17. provide technical and logistical support in the development of site specific contingency plans state or local response organizations
18. provide information to support websites, as appropriate for storage, or linkage to, contingency plans of other organizations
19. support state and local responders in planning for emergencies associated with weapons of mass destruction

20. provide logistical support for key federal partners during meetings and/or training exercises
21. research and analyze state-of-the-art response technology for application and utilization in a potential or actual terrorist threat or act
22. research and analyze available counter-terrorism training
23. conduct and participate in counter-terrorism drills, exercises, training, and document lessons learned
24. identify**,** review and provide technical support to utilize existing preparedness and emergency response management systems and capabilities at the federal, regional, state, tribal, and local levels and offer options for utilization
25. provide technical support to the Agency Counter-Terrorism Program Coordination Team as it defines and implements EPA's regional counter-terrorism program
26. provide technical support to utilize existing preparedness and emergency response program infrastructures and capabilities at the federal, regional, state, tribal, and local levels
27. provide preparedness, on-scene coordination, and technical/training expertise to newly created interagency mechanisms focused on counter-terrorism efforts
28. provide technical support to evaluate and research state-of-the-art technology as it relates to the counter-terrorism response activities
29. coordinate national response system activities including drills which may involve government/private parties and U.S./Mexico and U.S./Canada border cities (if appropriate and authorized)
30. generate Geographical Information System (GIS) documentation
31. generate bilingual documentation
32. provide translation services
33. conduct outreach activities for regulated facilities, federal, state, tribal and local agencies, and the public about the requirements associated with Chemical Emergency Preparedness and Prevention program
34. provide training, as authorized by the Emergency Preparedness Community Right-to-Know Act (EPCRA), for Federal, state, tribal and local response personnel, preparedness exercises, earthquake planning and preparedness, and other contingency plans
35. provide technical support/review in support of activities related to Federal Response Plans and regional interagency planning committees
36. provide technical support to ensure the enforcement of the Emergency Planning and Community Right to Know Act (EPCRA)
37. provide technical support for local, regional, national and international preparedness planning
38. analyze spill history data and provide support in conducting EPCRA inspections for use in EPCRA enforcement case support
39. provide technical information directed at the regulated community to regulated facilities, federal, state, tribal and local agencies, and the public

40. conduct reviews of facility Risk Management Plans (RMPs) and General Duty Inspection reports to assess compliance and identify deficiencies (e.g., internal inconsistencies in data submitted, potential problems based on facility accident histories, and unusual data, failure to list appropriate hazards under the prevention program)
41. complete a RMP audit checklist and provide a draft report, referencing violations in regard to the CAA Section 112(r) and 40 CFR Part 68 and options for corrective actions at the facility. EPA will make all determinations regarding violations and corrective actions.
42. conduct RMP/General Duty field inspections to include an on-site analysis and documentation of: processes and storage areas; employee interviews; manager and supervisor interviews; training and maintenance records; operating procedures of engineering processes and release prevention measures and hazards
43. provide safety plans for site visits
44. interview facility personnel regarding background information, facility processes, and standard operating procedures
45. review and document observations and conclusions of on-site facility operations to include:
    - employee awareness of chemical and process hazards
    - process characteristics
    - emergency planning and preparedness
    - hazard evaluation and release detection techniques
    - operations and emergency response training
    - facility/corporate management structure
    - preventive maintenance and inspection programs
    - community notification mechanisms and techniques
    - on-site physical security

44. assist in performing chemical safety audits as defined in EPA Guidance for Auditing Risk Management Plans/Programs under Clean Air Act Section 112(r) EPA 550-B99-008), and compile information and report findings to EPA
45. provide the necessary safety and monitoring equipment to ensure safe site visits in conjunction with audits and other activities
46. provide safety plans for site visits for the purpose of conducting accident investigations
47. investigate and compile information on major chemical accidents to include:
    - provide information to document violations of law(s) and recommend actions to correct the violations
    - examine facility records
    - analyze equipment design, drawings, specifications, and records
    - record and analyze the engineering basis for chemical process safety systems
    - document evidence of the cause(s)
    - assess safety and accident prevention systems
    - record the equipment involved in the accident

- provide options for corrective measures

48. draft accident investigation reports to include:
    - a description of the accident
    - a description of the response to the accident
    - further planned activities
    - laboratory test results
    - discussion of the probable root cause(s) of and contributing factors to the accident
    - observations and findings
    - recommendations for enhancing chemical safety, emergency preparedness, and prevention of chemical accidents, both facility-specific and industry-wide.
49. assist in targeting facilities for inspection which may include gathering prior spill history of the facility; conducting aerial reconnaissance, drive by windshield surveys, and/or interviews of government personnel, industry representatives and/or private citizens; database searches; or any other acceptable means of obtaining relevant information about regulated facilities
50. conduct an on-site inspection of the facility to determine if the facility is in compliance with the Oil Pollution Prevention Regulation at 40 CFR §112. The inspection shall also include a review and evaluation of the facility's SPCC plan. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use an SPCC Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with the EPA guidance; "*Conducting Environmental Compliance Inspections, Inspector's Manual"*, 7th ed., 1996, U.S. EPA, which can be downloaded at (http://www.epa.gov/r10earth/offices/oea/ieu/manual/ceci.pdf). Online compliance inspection training is available at (http://www.epa.gov/r10earth/offices/oea/ieu/manual/title.htm).
51. prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports should include supporting photographs and a completed SPCC Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
52. provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a facility inspection
53. provide testimony regarding inspection findings during SPCC pre-hearing conferences, during SPCC hearings, and during court actions
54. document cases and provide testimony during hearings and court proceedings for oil spill prevention and release violations

55. conduct amendment inspections when a facility is required to submit its SPCC Plan to EPA for review because of continuing pollution problems (see 40 CFR §112.4). Review the submitted SPCC plan and prepare a report which includes recommendations for amending the SPCC plan to prevent further discharges. EPA will review and make final decisions regarding those recommendations
56. provide storage space for plans submitted by facilities
57. provide support for screening facilities for planning and compliance with the Oil Pollution Act. This shall include providing technical support in the determination of a facility's designation as substantial harm or a "significant or substantial harm facility" (see 40 CFR §112.20).
58. review FRPs to verify that all of the response plan elements have been addressed. The contractor shall use a checklist provided by or approved by EPA for reviewing FRPs. This review shall, at a minimum, verify if the plan is in accordance with the NCP; if the plan identifies a qualified individual having full authority to implement removal actions; if the plan identifies and ensures the availability of resources to remove, to the maximum extent practicable, a worst case discharge; if the plan describes training, unannounced drills, and response actions of persons at the facility; if the plan has been updated; and if the plan has been resubmitted for each significant change.
59. provide technical support in planning and participating in announced or unannounced inspections, drills, and/or simulations at oil storage facilities. Conduct an on-site inspection of the facility to determine if the facility is in compliance with the Oil Pollution Prevention Regulation at 40 CFR §112.20. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use an Facility Response Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with the EPA guidance; "*Conducting Environmental Compliance Inspections, Inspector's Manual"*, 7th ed., 1996, U.S. EPA, which can be downloaded at, (http://www.epa.gov/r10earth/offices/oea/ieu/manual/ceci.pdf). Online compliance inspection training is available at, (http://www.epa.gov/r10earth/offices/oea/ieu/manual/title.htm).
60. prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports shall include supporting photographs and a completed FRP Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
61. provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a substantial harm facility inspection
62. provide testimony regarding inspection findings during pre-hearing conferences, during hearings, and during court actions
63. provide subject matter support for the development of databases to facilitate response plan review and outreach programs

64. provide support in communicating with facilities to provide technical assistance and compliance assistance
65. participate in community outreach activities such as table top exercises or workshops with industry and community representatives
66. prepare fact sheets, brochures, or manuals on a range of subjects related to compliance EPA must review and approve all fact sheets, brochures or manuals prior to finalization and distribution to the public and/or regulated community.
67. provide support in preparing general SPCC, FRP, or specific industry sector mailings
68. provide support with obtaining facilities suitable for workshops, meetings or other appropriate outreach activities
69. provide support with regional community outreach activities
70. analyze facility reports
71. develop summary reports of evaluated facilities
72. perform facility inspections to verify accuracy of facility evaluation reports
73. monitor reporting of continuous releases

C. ASSESSMENT

The contractor shall:

1. locate and review existing site, facility and/or release data
2. conduct off-site perimeter visual observation of the site
3. conduct site visits to identify all potential hazards; document site conditions with written and visual documentation
4. conduct waste profile analyses
5. assess potential impact to endangered species, historical sites, and other cultural resources
6. conduct file reviews (for example, federal, state, and local agency records) to obtain background information to analyze releases of hazardous substances, pollutants, contaminants, or oil
7. collect or review data such as site management practices, information from generators, photographs, historical photographic analyses, literature searches, and personal interviews
8. identify active or historical facility processes or operations that may contribute to the release or threat of release of hazardous substances, pollutants, contaminants, or discharge of oil
9. collect, analyze, and validate data in accordance with EPA standard methods for sample collection and analysis
10. review and interpret environmental data
11. identify and address data gaps required to meet EPA assessment objectives (for example, background levels, applicable or relevant and appropriate requirements (ARARs), groundwater information)

12. install monitoring wells and/or piezometers
13. conduct geophysical surveys/investigations
14. dispose of investigation derived wastes in accordance with EPA guidance "Managing IDW for Site Inspections" OSWER Directive 9345.3-02
15. determine pathway-specific receptors and surrounding population density
16. locate other environmentally sensitive receptors (for example, wetlands and endangered species)
17. provide recommendations and options regarding:
    - ♦ identify releases that pose no significant threat to public health or the environment
    - ♦ whether an immediate threat to public health or the environment exists
    - ♦ potential need for a removal action
    - ♦ further investigation
    - ♦ no further action
    - ♦ state referral
    - ♦ referral to other federal agencies
    - ♦ referral to other EPA programs
    - ♦ facility actions
    - ♦ other actions
18. collect or develop data to evaluate the release pursuant to the HRS
19. collect additional sampling data to adequately develop the HRS package
20. collect data required to better characterize the release for more effective and rapid initiation of the remedial investigation/feasibility Study (RI/FS) or response
21. generate preliminary HRS score
22. analyze site risks regarding whether site contaminants pose a current or potential risk to human health and the environment in the absence of any response action to include:
    - ♦ contaminant identification
    - ♦ exposure assessment
    - ♦ toxicity assessment
    - ♦ risk characterization
    - ♦ provide information necessary to determine whether or not a response is necessary at the site, provide justification for any response action proposed, and explain what exposure pathways need to be addressed
23. provide a hazard ranking system screening in accordance with EPA OSWER Directive 9345.1-07 (November 1992), "The Hazard Ranking System (HRS) Guidance Manual" using the PREScore software
24. report the draft score to the EPA prior to proceeding with the formal HRS package
25. prepare a draft HRS package according to EPA guidance to include:
    - ♦ site summary
    - ♦ PREScore HRS score sheets
    - ♦ documentation record

- figures
- maps
- reference

26. prepare full HRS documentation packages for review and approval by EPA.
27. upon receipt of EPA's comments, revise and submit a formal HRS package
28. update or revise the preliminary HRS Score
29. identify data gaps
30. perform desktop data collection and evaluation to support the revised score
31. perform analytical sampling (data collection)
32. conduct site visits and inspections as necessary to identify, evaluate and delineate habitat types including wetlands
33. collect, review and/or analysis of topographic, photographic, and available relevant data from scientific publications, federal, state and local agencies and academic institutions to provide support in the identification of physical and biological factors to be considered in the determination of areas and resources (physical and biological) that have potentially been affected by the release of hazardous substances
34. evaluate site data, media, habitats, and ecological relationships to identify, analyze, and document pathways of contaminant migration, and concentration. This may include the use of computerized information systems and models.
35. collect, preserve, identify, and prepare terrestrial and/or aquatic biological specimens for population and community analysis. Evaluation of gross pathology and individual organs and/or cells on a histological or sub-cellular basis for any pathological changes resulting from the release of hazardous substances, oil, or petroleum products.
36. design, perform and analyze of both field and laboratory bioassay/toxicity tests on plant, invertebrate and vertebrate species

D. TECHNICAL SUPPORT

The contractor shall:

1. locate and review files of waste generator(s)/site owner(s)/site operator(s) and other documents relating to past operator(s), (for example, deeds, court transcripts)
2. interview site owner(s)/operator(s), state/local officials, residents, and other interested parties
3. provide a written record of Potentially Responsible Party (PRP) identification efforts to assist EPA in determining cost liability
4. identify Potentially Responsible Parties (PRP)
5. analyze the accuracy, timeliness, and completeness of PRP reports
6. document PRP activities and provide negotiation support
7. verify PRP compliance with enforcement orders
8. analyze PRP documents and actions for compliance with enforcement actions

9. conduct deed and title searches
10. provide appraisals of real property
11. provide financial analysis and corporate research
12. develop public information summaries for Internet distribution
13. disseminate EPA-approved information to the public
14. provide expert testimony
15. provide health indication sampling and analysis, for example blood, urine, and hair samples
16. provide engineering design products and services
17. collect and compile data from spill reports, pollution reports (POLREPS) and spill notification phone lines
18. provide COR-approved information to the state, local or natural resource trustee agencies
19. input data from spill reports
20. provide information for Freedom of Information Act (FOIA) request responses and to evaluate facilities' release history for inclusion in COR specified Internet websites
21. maintain an "electronic emergency information system" that contains all contingency plans, databases, and geographic information necessary to support emergency operations. This system must be accessible from field locations via the Internet.
22. provide technical support to EPA for the identification of PRPs associated with a site, facility and/or release
23. provide technical and administrative support to EPA for notification of PRPs as to their status related to a site, facility and/or release
24. provide technical support to EPA in connection with proceedings against owners or operators of facilities operating in violation of reporting requirements, uncontrolled hazardous substances present. Such technical support will include providing background technical information to EPA in obtaining an injunction against continued use of the site, an order to undertake remedial action, or recovery of cost incurred by the government in undertaking such action.
25. provide technical support to EPA in enforcement case development support including well drilling and~~s~~ sampling, field sampling, geophysical surveys, well inventories and other support to provide evidence to support EPA litigation or negotiation with PRPs. Work may be undertaken to fill a variety of data gaps related to extent of contamination and damages or to augment enforcement investigation efforts.
26. provide technical and administrative support to EPA in the development of an enforcement plan.
27. collect and review available data and background information about a site, facility or release. This shall include information about the nature of the waste present (e.g., type, amount and source), waste management at the site (e.g., access control, size, location), environmental data (e.g., geology of the area, potential for contamination of surface or ground water), and health data (e.g., history incidents, populations at risk). Collection of data also includes photographic and cartographic documentation of site conditions.

28. analyze and document the extent of an incident, the potential hazards, type of resources needed and the actions of the Responsible Party(ies) to respond
29. draft lessons learned reports
30. design, develop, prepare, analyze and report observations of planning, training and drills/exercises to provide options for preparedness and operational readiness of the RRT and the response community within the region
31. analyze responses to discharges of oil and releases of hazardous substances, pollutants or contaminants; assess equipment availability; readiness and coordination among RRT member agencies; other public and private agencies
32. document and analyze plans and planning efforts for the Regional Contingency Plan, Area Plans and special subject plans to include but not limited to:
    - the Emergency Support Function # 10
    - Hazardous Materials to the FRP
    - the Federal Radiological Emergency Response Plan
    - Counter-terrorism plans
    - use of chemical counter-measures in spill response
33. provide logistical support for scheduled RRT meetings
34. select and reserve meeting space
35. arrange site tours and meetings
36. develop visual aids to include computer driven presentations
37. document technical meeting minutes
38. provide a technical summary of the meeting
39. attend scheduled RRT meetings
40. develop and update the RRT mailing list, an RRT e-mail list, and an e-mail group distribution capability to send EPA approved and EPA-authorized notices
41. accompany the EPA during on-site facility surveys and inspections at sites, facilities or releases where hazardous waste contaminants or pollutants are managed, treated, stored or disposed
42. record and document compliance with applicable or relevant and appropriate federal and state requirements related to environmental statutes such as the Resource Conservation and Recovery Act or the Clean Water Act (CWA)
43. compile multi-media checklists to be used at sites, facilities or releases. During the performance of multi-media surveys and inspections the contractor may have access to CBI. the contractor shall treat all CBI in accordance with the CBI clauses in the contract.
44. perform literature surveys including the use of the Alternative Treatment Technology Information Center (ATTIC), the Superfund Innovative Technology Evaluation (SITE) Program, and the Record of Decision Systems (RODS) database, and the Risk Reduction Engineering Laboratory (RREL) Treatability Database, access to be provided by EPA, if necessary

45. prepare project planning documents including: a work plan, field operations plan, health and safety plan, and/or quality assurance project plan specifically for treatability study efforts
46. perform laboratory, bench, and/or pilot-scale testing of established, emerging and/or innovative technologies
47. evaluate the effectiveness and compliance of the tested or proposed technologies with Federal and state requirements. EPA will review all evaluations and make any and all decisions or determinations regarding the proposed technologies.
48. report the findings of the studies to EPA
49. oversee and review treatability studies being performed by PRPs
50. provide technical and administrative support in the preparation of a draft EE/CA approval memorandum. All final EE/CA approval memoranda will be prepared by EPA.
51. provide technical and administrative support in preparing a draft EE/CA report which shall include the following sections: site characterization, identification of removal action objectives, identification of ARARs, identification and initial screening of removal action alternatives, analysis of removal action alternatives, comparative analysis and selection of the removal action. While the contractor will analyze the alternative removal actions, final decisions, determinations and judgements will be made by EPA.
52. provide technical and administrative support for the preparation of a summary of the responses by interested parties
53. conduct community interviews to develop an understanding of local concerns and desired involvement as part of the development of the Community Relations Plan
54. prepare a community relations plan in accordance with Community Relations in Superfund: A Handbook, January 1992
55. provide data management for tracking community relations activities, including milestones in community relations plans
56. establish and update information repositories at, or near the facility
57. prepare general or site specific fact sheets
58. provide support in planning and conducting public meetings and technical discussions involving PRPs and the public; this support will include the provision of audio-visual aids and reports as required by EPA.
59. assist in planning and conducting public briefings, conferences, workshops, community conferences, and training workshops
60. write and/or place newspaper notices regarding the availability of site-related documents and public meetings
61. provide recording/transcript services for public meetings or for the administrative record
62. prepare studies and reports evaluating the effectiveness of community relations efforts and other topics of general interest, such as how incineration is perceived, and how to improve on communication regarding alternative and innovative technologies
63. provide for a complete and operating public information office at locations specified by Task orders. Such a public information office shall be maintained and operated by the

contractor to provide the public with access to EPA generated informational documents concerning sites.

64. assemble the EPA-provided records
65. organize, maintain, and duplicate materials (for example, microfiche, microfilm, optical disk or other photo or electronic reproduction)
66. compile documents for the administrative record
67. publicize location of the repository in local newspapers
68. coordinate records compilation with state offices and federal facilities
69. organize and compile records for enforcement cases
70. pick up, transport and deliver necessary government equipment to and from response sites
71. decontaminate equipment operated by the government at a response site prior to its being transported away from that location
72. collect and summarize all incurred cost documentation in support of costs incurred, using existing cost documentation systems and adjust media storage to reflect EPA implementation of advances in automated methods
73. perform an audit of cost documentation based upon EPA provided guidance
74. produce a documentary audit trail to establish proof of costs incurred using existing systems and other documentation guidance
75. ensure that the cost document compilation is complete
76. provide technical support in developing proof to support allocation of non-site specific charges on a site specific basis
77. accumulate and verify all costs incurred in connection with a site or sites by reconciling all supporting documentation with data in Agency financial and documentation systems
78. provide technical support in reviewing all cost documentation or accounting procedures for deficiencies and/or potential sources of challenge
79. maintain an organized cost package or cost document file that includes cost summaries for each cost element claimed together with organized supporting documentation
80. research state or other federal agency accounting procedures to the extent necessary to enable a complete audit of costs incurred by the state or other agency in connection with Superfund sites
81. review and analyze audits or technical reports (e.g., GAO audits, grant agreements, etc.) for relevance to cost claims
82. provide technical support in the review of pertinent EPA files and documents necessary to substantiate a close-out memorandum. The close-out memorandum will be prepared by EPA, with technical support from the contractor, when appropriate.
83. gather documents from EPA that authorized the work, and documents that provide evidence that work was performed
84. provide support in collating, refiling and organizing the above information as needed

E. DATA MANAGEMENT

The contractor shall:

1. keep informed of all current/new information technologies and provide analysis and evaluation of these technologies in support of emergency response activities which include prevention, preparedness, and response
2. provide data input/output services for digital and hardcopy formats which meets user-defined Data Quality Objectives (DQO) and standards
3. identify and incorporate appropriate DQOs for software and application development/maintenance of such programs
4. develop data dictionary/meta data results for all applications and data collected
5. identify/develop data sort/report generation capabilities appropriate for all program support activities
6. provide data and report analysis for all data collected
7. provide analysis of data utilization

F. TRAINING

The contractor shall:

1. develop and provide training to federal, state, and local response organizations related to the activities described in this statement of work
2. support EPA with schedule preparation and conducting training sessions
3. provide EPA specific classes such as EPCRA, CAMEO, and CAA 112(r) training, etc.
4. provide industry standard classes such as 40 Hour HAZWOPER and 8 hour Annual Refresher training, etc.